

**DIGITAL HD IN-CAR VIDEO RECORDING SYSTEM
INVITATION TO BID**

The **Town of Wethersfield** will be accepting bid proposals for **Digital HD In-Car Video Recording System** at the following location:

**Finance Office
Wethersfield Town Hall
505 Silas Deane Highway
Wethersfield, Connecticut 06109**

Proposal specification packages may be downloaded at www.wethersfieldct.com under the Departments/Finance/Open Bids link, on or after **July 22, 2014**

Sealed bid proposals must be *submitted as one original and one copy* on designated forms and in designated envelopes clearly marked with the bid title and opening date. **Bids will be received by the Town of Wethersfield, Finance Department, 2nd Floor, Wethersfield Town Hall, 505 Silas Deane Highway, Wethersfield, CT 06109, until 2:00 p.m. on August 7, 2014,** at which time they will be publicly opened and read aloud. Bids received after the date and time specified will not be accepted.

The Town of Wethersfield, after review of all factors, including the terms and conditions, qualifications and price, reserves the right to accept or reject any and all bids, or any part thereof, or waive defects in the same, or accept any proposal or combination of proposals deemed to be in the best interest of the Owner. All bid documents must be completely filled out when submitted. Bids must be firm for a period of 90 days following the bid opening date. Bid withdrawal may be made only with the consent of the **Town of Wethersfield**.

**Michael O'Neil
Finance Director
Town of Wethersfield**

INSTRUCTIONS TO BIDDERS
TOWN OF WETHERSFIELD, CONNECTICUT

Digital HD In-Car Video Recording System for the Wethersfield Police Department

1. **Invitation to Submit Proposals**

The Wethersfield Police Department is requesting proposals for Digital High Definition In-Car Video Systems with a supporting server, computer hardware, and software package capable of wireless video upload. The system shall be compatible to be installed in 2011 – 2012 Ford Crown Victoria's, 2013 Ford Interceptor sedans and 2013 Ford Interceptor SUV's. **The unit price should be based on the understanding that a total of 8 cars will be equipped at this time.**

2. **Proper Proposals**

Proposals will be accepted from qualified Vendors to furnish the server, all hardware, application software and related services to make the proposal Digital High Definition Video System operational on the hardware and system software recommended by the Vendor. All companies submitting proposals must be fully capable of providing installation, training, support (both on-site and remote access), and documentation for all applications of systems required.

The Vendor must also provide a detailed fixed cost for all aspects of the proposed system including the installation, training, any consumables and project management based on information provided with this RFP. Adjustment may be made during contract negotiations.

The Town of Wethersfield reserves the right to award in part or in whole or to reject any and all proposed system.

3. **Bid Opening**

Sealed bids will be accepted by the Finance Office, Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut, 06109 until **2:00 p.m., August 7, 2014**, at which time they shall be publicly opened and read. Bids received by the Town after the date and time specified will not be considered.

4. **Withdrawal of Bid**

Bids may be withdrawn 60 days after bid opening if no award has been made.

5. **Award of Bid**

It is the Town's intent to award this Contract to the lowest responsible and qualified bidder possessing skill and ability to perform the work, provided the times stated by Bidders in schedule of prices in proposals for starting and completing work are deemed advantageous to Town's interest. The Town reserves the right, for any reason or for no reason, to reject any Bid or all Bids, to negotiate with any or all Bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any Bidder an opportunity to remedy any informality or irregularity if in the opinion of the Town it is in the best interest of the Town to do so.

Failure to completely fill out the bid form could result in rejection of bid submission. If an option is not

available, it should clearly be stated on the bid form.

6. **Bid Return Envelope**

Bids are to be submitted in an envelope clearly marked with the bid title and opening date so as to prevent opening a sealed bid prior to the date specified. Any bids not so marked and opened by the Town prior to the date specified shall be rejected.

7. **No Bid**

Failure to return a bid will result in the removal of your firm's name from the Bid List. No Bids and responsive bids will result in your firm's retention on the Bid List.

8. **Bid Security**

No Bid Bond required. Bids from vendors that have previously failed to satisfactorily complete performance on a contract with the Town, will not be considered.

9. **Acceptance of Subcontractor**

Submission of name of Subcontractor in Bid shall be deemed to constitute an acceptance by Contractor, if awarded the Contract, of Bid of such Subcontractor. Any alteration therein, after award of contract, shall be subject to approval of Owner.

10. **Substitution for Named Brands**

Should brand name items appear in this bid, before bidding on any that are considered equal to or better than a named item, the bidder shall get approval of the Purchasing Agent for the substitution.

11. **Prices and Discounts**

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. In addition to the prices bid, each bidder may quote binding discounts which will be considered in making the award.

12. **Guarantees Provided**

The bidder shall state the time period and conditions involved in any guarantees to be furnished with the items bid.

13. **Pricing**

All prices bid shall be delivered prices and include all discounts.

14. **Changes and/or Additions**

All changes or additions to these specifications shall only be done by a written change order with the signature of the Purchasing Agent or his designee.

15. **Questions Relating to Specifications**

All questions and clarifications regarding this RFP shall be e-mailed to Andrew.Power@wethersfieldct.com.

No phone calls will be accepted. All questions must be received by e-mail no later than August 5, 2014 **by 4:00 pm**. All questions will be responded to in the form of an addendum and will be sent to all respondents via email.

16. **Equal Opportunity – Affirmative Action**

The successful contractor shall comply in all aspects with the Equal Employment Opportunity Act. Each contractor with 15 or more employees shall be required to have an Affirmative Action Plan which declares that it does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. All bidders must fill out the Fair Employment Practices for Qualifications of Bidders form that follows. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

17. **Insurance Requirements**

The contractor shall procure and maintain at its own expense, the insurance detailed in Appendix I - Town's Insurance and Indemnification requirements.

Note: Insurance Certificates in accordance with the requirements contained herein must be submitted to the Town prior to the signing of an agreement.

18. **Non-collusive Affidavit**

See attached required Non-collusive Affidavit of Proposer form.

19. **Local Bidder Preference**

See Appendix II for Town Ordinance and Appendix III for Local Bidder Affidavit Form.

20. **Severability**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

21. **Transferability**

The intent of this bid is to provide the Town of Wethersfield, and any other Connecticut governmental entity that so chooses, the opportunity to purchase one or more in car law enforcement video systems. The Town of Wethersfield will purchase one or more systems initially and, at its sole discretion, may choose to purchase additional in car video recording systems using this bid. Further, it is the intent of the Town of Wethersfield to allow other Connecticut municipalities, State of Connecticut agencies and any other political subdivision of the State of Connecticut to purchase additional in car video recording systems using this bid as well.

22. **Additional Information**

1. Vendors are to provide a minimum of five (5) client licenses to allow workstation access to video.
2. Vehicle installation costs are not to be included in proposals.
3. All video retention timelines will comply with the State of Connecticut retention requirements.

23. System Requirements

Item #	Specification	Meets Specification?	
		Yes	No
1	High Definition Video Recording - System must record video at 1280x720 resolution (720P) with a 16:9 wide screen aspect ratio.		
2	DVR Mounting - The DVR must be able to be mounted in a center console with a 2" faceplate adapter. System must also offer a universal bracket for mounting anywhere in the vehicle, including the trunk if space demands.		
3	Dual Drive Architecture - System must deploy a dual-drive architecture consisting of a removable solid state USB Flash Drive no smaller than 16GB in size and the choice of an integrated 64GB solid state drive or automotive grade hard drive at least 200GB in size. System must support larger USB Flash Drives as well.		
4	Multiple Video Transfer Mechanisms - System must support video transfer via 802.11n wireless, wired Ethernet, or USB Flash Drive (manual transfer).		
5	Automatic Transfer - System must automatically transfer video the moment the vehicle is in range of the wireless network or connected to the wired network. The user must not be required to initiate the transfer in any way.		
6	Partial Transfers - System must support a vehicle driving off or losing its network connection during video transfer without losing any video. The user must not be required to interface or initiate this in any way. When the system reestablishes a network connection, the upload must resume where it left off.		
7	Protected Events - The DVR must protect the buffered version of the event until the server confirms receipt of the entire record event, regardless of the transfer mechanism.		
8	Integrated Automotive Grade Hard Drive - To ensure recording under all conditions, the system shall have an integrated automotive grade rotating hard drive at least 200 gigabytes in size. The hard drive shall have a shock tolerance of at least 200Gs and an operational temperature range of -40F to +185F degrees.		
9	Optional Integrated Solid State Drive – The system must also support an integrated solid state drive at least 64 gigabytes in size. This drive shall have a shock tolerance of at least 200Gs and an operational temperature range of -40F to +185F degrees.		
10	Graphical User Interface - For ease of operation, the system settings, hard drive playback, and supervisor controls are to be accessed through a graphical user interface. No text based user interfaces shall be acceptable. System keys and buttons shall provide a tactile feedback and an audio feedback on key presses.		
11	Selectable Officer Names - The system shall include a simple method for selecting a programmed officer name from a list for rapid login at shift changes. System shall be fully functional if the Officer fails to login.		
12	Saved Officer Setting - The system shall have user preference settings that include: LCD Screen Brightness, LED Indicator Brightness, Volume, and Front Camera Auto-Zoom. These setting shall be saved so that when the user logs back in, their settings are restored.		

Item #	Specification	Meets Specification?	
		Yes	No
13	LED, Touch Screen Display - The system shall have an LED backlit, touch screen liquid crystal display (LCD) that is no less than 4.3 inches (measured diagonally). The display shall have a resolution of at least 480x272, a typical brightness rating of at least 500 nits, a typical contrast ratio of at least 300:1, and a minimum viewing angle of 60 degrees left and right of center for a total of 120 degrees horizontally.		
14	High Quality Audio Subsystem - The system must have speakers built into the remote display control panel for in-car video playback.		
15	Optional Mobile Data Computer Interface – The system shall have the ability to interface with the vehicle's mobile data computer (MDC) with optional software provided by the vendor that allows the user to perform at least the following functions; login and logout, camera and microphone activation, record and stop, record event categorization and record event playback. Software shall support Windows XP SP3 and Windows 7 (32 and 64 bit). Connection between the DVR and MDC shall be Ethernet. Application must support touch screen interface. Application shall not leverage the MDC for any processor intensive DVR tasks including, but not limited to video encoding and/or video conversion.		
16	Optional Live Video Streaming – System must be able to output one or two video streams optimized for LVS applications without requiring additional hardware and without sacrificing the system's ability to record 4 high resolution video streams.		
17	LED Indicators for Audio, Video and Record - To ensure Officer awareness, the system must have LED indicators showing record, microphone, and camera activity.		
18	System Power-Up Behavior Control - The system power behavior must be configurable to allow a supervisor to independently set the system to manually or automatically turn on or off with the vehicle.		
19	System Shut Down Timers - The system must have two independently configurable shutdown timers, selectable from 0 to 60 minutes each that begin after the ignition is turned off. Timer 1 shall simply delay the system's recognition that the ignition has been turned off. Timer 2 must be a low power state timer that allows video to transfer wirelessly and firmware upgrades to continue. If there is no video to transfer or firmware upgrades to perform, Timer 2 must expire and shutdown the system immediately.		
20	Screensaver - For the comfort and convenience of the users, especially nighttime users, the system must have a screensaver setting that automatically turns off the LCD monitor after a pre-set amount of time. Another setting shall determine if a recording automatically disables Screensaver. Regardless, any button push or touch screen press shall exit screensaver. Screensaver must also be able to be active only when the camera is configured for Night View. The settings shall be saved independently for each user and be remembered when the user logs in.		
21	Multiple Resolution Encoding - The system must record the front camera in two resolutions at all times. One resolution must be 1280x720 (720P) and the other resolution must be a minimum of 864x480 (480P).		

Item #	Specification	Meets Specification?	
		Yes	No
22	Critical Event Rules - In order to maintain an average file size of approximately 1 gigabyte per hour, the system must be configurable to allow each Event Category to be saved in either the maximum or standard resolution. On average, approximately 10% of our agency's recordings will be kept in maximum resolution.		
23	DVR-Side Event Rules - The record event must be complied with either the standard or maximum resolution (based on the Event Category Rule) in the DVR so that the un-needed version is not transferred to the server. This will optimize both video storage on the server and video transfer speeds. Any system that uploads 100% of video in High Definition will not be considered.		
24	H.264 Compression - The system must compress all video with H.264 High Profile (not Baseline or Main).		
25	Adjustable Pre and Post Event Recording - The system must be capable of automatically capturing and appending both pre-event and post-event video for as little as 15 seconds and up to 10 minutes per event. These settings are to be independently adjustable and restricted by a supervisor. Pre- and post-event times must be continuous with the record event. Systems that record pre- and post-event times onto separate video events will not be acceptable.		
26	Simultaneous Record and Playback - System shall be able to playback previously recorded video while simultaneously recording new video on two cameras and two microphones simultaneously.		
27	Disc Usage Meter and Low Disc Warnings - The system shall have 2 on-screen Disc Usage Meters that graphically show the user how much video is on the current USB Flash Drive and the internal Hard Drive along with how much space remains. Additionally, the system shall have audible and visual warnings when the drive is nearing its capacity.		
28	Automatic Video Overflow Handling - When a USB Drive fills to video capacity during a recording, the system will automatically store overflow video on the integrated hard drive until a new USB Drive is inserted. The system shall be capable of "overflowing" at least 5 USB Drives worth of Video.		
29	Covert Recording - To allow the user to covertly record, the system shall have the ability for the user to quickly disable the system's screen and LED indicators while automatically activating all audio and video recording.		
30	Crash Detection - The system must include a 3-axis, solid-state crash detection sensor that is adjustable to different G Force impact levels. In order to prevent improper installation, the sensor must be factory integrated into the DVR enclosure. Settings must be provided through the system's graphical menu to allow the agency to choose an appropriate crash sensor sensitivity level in order to minimize false crash detections.		
31	Record Triggers - The emergency lights, siren, auxiliary input, wireless microphone, vehicle speed, and crash detection sensor may all be programmed to automatically activate a new record event.		
32	Event Categorization - System must allow record events to be categorized via the on screen menu. Categorization selections must be administratively configurable and allow selection via a pre-defined list, numeric text, or alphanumeric text input.		

Item #	Specification	Meets Specification?	
		Yes	No
33	Programmable Event Categories - System must allow the agency to program up to six different event category prompts in order to collect data deemed relevant regarding each record event. Event prompts must display automatically after each event recording has been stopped by the Officer. Prompts must not preclude the system from continuing to record video to its buffer.		
34	Recorded Metadata - System must record event metadata including but not limited to event category, date, time, officer name, record status, microphone status, emergency lighting status, brake status, GPS coordinates, etc. for fast searching and video navigation.		
35	Auto Stop - The system must have a means of detecting when the system is inadvertently left in record mode. The system must allow an option to prompt the user or automatically stop the record event.		
36	Record-After-the-Fact - System must have a graphical user interface for recording any portion of the hard drive buffer (events and non-events) as a new recording. This feature must allow the agency to go back at least 45 hours to capture video not previously recorded.		
37	Multiple Camera Support - The system must support a minimum of two (2) cameras with the ability of supporting up to six (6) cameras. Users must be able to activate up to all six (6) of the cameras to record simultaneously through the system's graphical menu. All cameras selected must have the ability of being displayed on the systems display simultaneously while also providing the user with the ability to isolate anyone of the camera images without disrupting the recording of the other cameras. LED indicators for each camera/video stream shall be present and illuminate when its corresponding camera/video stream is active.		
38	Multiple Video Stream Support – System must be capable of creating six (6) separate video streams simultaneously, including: one 720p H.264 HP stream, one 480p H.264 HP stream, two D1 H.264 HP streams, and two output streams optimized for low bandwidth LVS applications.		
39	High Definition Front Camera – The front camera shall be capable of recording video in multiple resolutions, including 1280x720 (720P) High Definition.		
40	Ultra-Wide Dynamic Range Camera – The front cameras that utilize dual exposure technology to create an optimally exposed image under all lighting conditions and eliminate any need for a manual backlight compensation mode to compensate for backlighted conditions (i.e. dusk or dawn).		
41	Camera LUX Rating - Cameras must be 0.85 LUX or better when operating with normal video settings (measured in full color mode, 30 frames per second, and a shutter speed of 1/60th of a second). LUX ratings that claim 0.85 LUX or better only when operating with non-standard camera settings (like IR modes, slow shutter modes, or reduced frame rates) will not be considered.		
42	Zero Sightline Camera – The system shall include a compact camera that has no interference with a user's line of sight while driving. It must be able to be neatly installed behind the rearview mirror. This camera must have the capability of recording high definition video with a 16:9 aspect ratio and 68 degree field of view.		

Item #	Specification	Meets Specification?	
		Yes	No
43	Optional Zoom Camera – The system shall have the option to upgrade to a zoom camera capable of a total zoom of at least 12x optical zoom. It shall be capable of recording high definition video with a 16:9 aspect ratio and 57 degree field of view.		
44	Camera Controls - The front zoom camera must have backlit controls on the camera back for auto-zoom, zoom in, zoom out, auto-focus, focus far and focus near. All camera controls must also be accessible using the system's touch screen control panel with the addition of the following controls: backlight compensation and night view mode.		
45	Backseat Camera - The back seat camera must be a high resolution color camera with at least 420 TV lines of resolution and provide at least 1 LUX sensitivity without the aid of IR lights and the ability to record in total darkness with the aid of IR lights. Black & White cameras shall not be acceptable. Bid price must include a color backseat camera.		
46	Nighttime Optimization - The camera's nighttime optimization setting (Night Mode) must engage and disengage automatically by the DVR without any user intervention in order to eliminate the possibility of the user forgetting to enable Night Mode.		
47	Separate Audio Channels - In order to isolate the audio during playback between the wireless microphone(s) and the cabin microphone using a standard left/right stereo fader control, the system shall record the audio tracks separately onto the left or right channel. One wireless microphone and one cabin microphone must be standard with the option to upgrade to a second wireless microphone. All microphones must be recorded on separate channels.		
48	Simultaneous Audio Recording – Both the main wireless microphone and cabin microphone audio recording sources must be able to record regardless of what cameras are being recorded. If a second wireless microphone is added to the system, there must be independent control of each microphone through the different video streams.		
49	High Fidelity Wireless System – They system must include a High Fidelity 900MHz wireless microphone system consisting of a belt pack transceiver and a single charging / synchronization base mounted in the vehicle with the option of adding a second High Fidelity 900 MHz wireless microphone system. The wireless microphone(s) must have near CD audio quality, a 1 to 2 mile line of sight range, and building penetration capabilities.		
50	High Fidelity Wireless Transceiver – The belt pack transceiver must have a lithium polymer rechargeable battery. The transceiver must have its primary audio pick up and antenna built into the transmitter so full operation is possible without a wired lapel microphone or external antenna. Systems with external antennas will not be acceptable as to the risk of restricting officer movement or causing damage to the antenna due to officer activity.		
51	Multi-Mode Transceiver Alerts - Transceiver shall allow the user to set the transceiver's alert mode to accommodate all tactical environments. Alert modes shall include: Beep Only, Beep and Vibrate, Vibrate Only, and Silent.		

Item #	Specification	Meets Specification?	
		Yes	No
52	Variable Transmit Power - In order to produce the longest battery life, the transceiver shall utilize automatic Variable Transmit Power so only necessary transmitting power is used. When needed however, the Transceiver shall automatically transmit at the FCC's maximum allowable power of 50 milliwatts.		
53	Automatic Microphone Activation - The wireless microphone(s) must have the ability to trigger the camera to record, and the camera system must be able to automatically turn on the wireless microphone(s) when the recorder is activated.		
54	Charging / Synchronization Base - Each wireless microphone shall include a single in-car charging / docking base that automatically synchronizes the communication link when the belt pack transmitter is docked into the base. The Base must also have LED indicators for "charging" state an "in-use" state. Systems with separate charging and synchronizing bases will not be acceptable as this will increase the amount of equipment that needs to be installed in the vehicles.		
55	Microphone Power Management - To simplify installation, the charging/docking station must draw power from the video system, and does not require running additional power cables from the vehicle's electrical system. In addition, when the system is turned off, it must automatically cut power to the Charging Base after allowing the wireless transceiver to fully charge in order to minimize power drain on the vehicle's battery.		
56	Unique Synchronization - Any wireless transmitter(s) shall be capable of synchronizing to any base via the docking cradle which will disable any previously docked transmitter.		
57	40 Digital Channels - The wireless recording system shall consist of 40 individual channels to avoid multiple systems at the same incident recording on another system.		
58	Cabin Microphone - Each system must include an internal cabin microphone that will record on a separate sound audio channel from the wireless microphone system when activated. This microphone must be amplified in order to clearly pick-up even the faintest of conversations. Additionally, this microphone must be wired and extendable so that it may be installed in an optimal location for any type of vehicle.		
59	Charging and Talk Time - The wireless microphone transceiver with low battery shall become fully charged within 2.5 hours of being placed in the charging station and provide a quick charge feature, which after ten (10) minutes of charging provides 50% battery life. When in-use, the wireless transceiver shall allow for up to 30 hours of continuous talk time and up to 25 days of standby time.		
60	No Deleting or Overwriting Video Shall be Possible - To guarantee data security and integrity, the system shall be able to ensure that the user cannot delete, edit, or erase video data from either the hard drive buffer or the USB Flash Drive.		
61	Supervisor Controls - The system must provide the ability to restrict access to any and all settings by way of supervisor passwords. Multiple supervisors and supervisor passwords must be supported.		
62	Media Security - Access to the USB Flash drive must be secured by a lock to protect from unauthorized access.		

Item #	Specification	Meets Specification?	
		Yes	No
63	Video Authentication - Video must be subjected to a 128-bit MD5 hash prior to being transferred from the DVR to the Server. Every file transfer from then on must include another hash of the file so that the results can be compared and logged each time the file is moved. The results of every hash must be logged and accessible and exported with each record event.		
64	Video Review Access Permissions - The system must allow the agency to restrict video review access in the car. This must not be a single setting that locks out video review altogether. Officers must be able to review their own video. However, with Supervisor or Administrator privileges (configurable) the agency shall be able to review all video buffered on the hard drive.		
65	Cables - The system will include cables necessary for a complete vehicle installation including all power cables, all vehicle system input cables, etc.		
66	Optional GPS - The system must offer the capability of maintaining the location of the patrol vehicle by Global Positioning System (GPS). When installed, the system shall be able to show vehicle coordinates and speed in the on screen text and recorded meta data. Additionally, GPS shall allow the system to automatically and continually update its date and time to ensure accuracy across the fleet.		
67	One Year Warranty - Warranty shall be a minimum of one (1) year from the date of shipment.		
68	Archiving Server – The vendor must supply a central server to receive and archive videos. The server must support a minimum of six concurrent uploads and six concurrent client connections. The vendor will also provide the wireless network connection between the cars and the server. The server is to be in a rack mount configuration with redundant power supplies, integral hardware RAID controller and multiple SATA hard drives. A DVD RW optical drive is required. The server must have at minimum a 4-core 2.0GHz processor and 8GB of RAM. Video storage of at least 10TB is required.		
69	Universal Client Application - System must show pricing for a universal client application. Client software must be compatible with Windows XP Professional and Windows 7 32 and 64 bit versions.		
70	Fleet Management - System must push configurations and firmware upgrades wirelessly and without any user intervention in the car. Settings must be group based to allow a single setting change to affect a large number of cars instantly.		
71	Firmware Upgrades - Once pushed to the in-car DVR wirelessly, DVR firmware upgrades must occur without any user intervention in the car.		
72	Security Management - System must have fully customizable user and group based permission that allow administrators to tailor each user's ability to use the system. Specific permissions must be able to allow access to; login and one's video, other's video, restricted video, export video, evidence management, security management, fleet management, edit event data.		
73	Evidence Management - System must allow evidence to be deleted or archived automatically on a schedule or manually according to customizable retention period.		

Item #	Specification	Meets Specification?	
		Yes	No
74	Metadata Playback Graph - System must allow a full time lined metadata playback graph that graphically shows the status of all vehicle inputs, including speed, radar and braking information so that crucial times of the event may be easily identified during playback.		
75	Export Playback - When exporting video, the system must automatically include a standalone playback application to be included with the exported video. When used on another computer, the playback application must run solely from the export media (DVD, USB, etc.) and not require any software installation on the local playback computer. Video must also be accompanied by a full audit log showing every time the event was moved, reviewed, or exported with full MD5 hash verification data.		
76	Client Playback Buffering - System must have a built in buffering scheme so that playback from a client begins as soon as the event has downloaded enough of a buffer to begin playback. Systems that require the full event be cached locally before playback initiates will not be considered.		
77	Export Video Anywhere with Permission - System must allow the video to be exported by a user with the appropriate permission from any client computer. Systems that allow exporting video from only a single workstation will not be considered.		
78	Integrated Case Management – Software must have Case Management functionality for the purpose of managing other types of digital media/evidence. Cases must be able to be created as part of a record event from the in-car video system or completely independent of a record event.		
79	Record Event Trimming Feature – Software must support the ability to trim video for the purpose of removing part of the video file by trimming the beginning and/or end portions of the event. The trimmed file must be saved as a new file in order to preserve the original file.		
80	File Conversion Options – Software must support the ability to convert the in-car video native files into the following formats: MP4, MP2, AVI and WMV.		
81	Built-in Support for Live Video Streaming – The DVR must have built in support for Live Video Streaming without requiring additional or different hardware from the manufacturer.		

**BID FORM
TOWN OF WETHERSFIELD, CONNECTICUT 06109**

DIGITAL HD IN-CAR VIDEO RECORDING SYSTEM

Opening: **August 7, 2014 AT 2:00 p.m.**

Town Hall
Finance Department – 2nd floor
505 Silas Deane Highway
Wethersfield, Connecticut 06109

In accordance with these Specifications, the undersigned agrees to supply the following:

1. BASE BID:

A. Cost for each in-car system:

\$ _____
(Amounts in Numerals)

(Amounts in Words)

B. Cost of server hardware, software, wireless networking components and client software including installation:

\$ _____
(Amounts in Numerals)

(Amounts in Words)

Work to start 10 days after receipt of a Purchase Order.

Terms: _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, is submitting this bid without collusion with any other person, individual or corporate.

Company

Printed Name Title

Address Town State

Signature

Telephone

Date

Fax Number

Witness Signature

FAIR EMPLOYMENT PRACTICES FOR QUALIFICATIONS OF BIDDERS
TOWN OF WETHERSFIELD, CONNECTICUT

THIS QUESTIONNAIRE ON FAIR EMPLOYMENT PRACTICES FOR THE QUALIFICATIONS OF BIDDERS IS PART OF THIS BID DOCUMENT AND MUST BE RETURNED WITH YOUR BID. FAILURE TO COMPLETE THIS FORM MAY BE SUFFICIENT CAUSE FOR REJECTION OF YOUR BID. IT WILL BE NECESSARY TO SUBMIT THIS FORM ON AN ANNUAL BASIS IN ORDER FOR THE TOWN TO MAINTAIN AND UP-TO-DATE FILE ON YOUR PROGRESS IN EQUAL OPPORTUNITY EMPLOYMENT. AS REQUIRED BY FEDERAL AND STATE LAWS AND REGULATIONS, THE TOWN MAY REQUEST ADDITIONAL EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FROM YOU.

“FAIR” OR “EQUAL EMPLOYMENT” MEANS THE PRACTICE OF NOT DISCRIMINATING AMONG PERSONS ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN OR AGE.

THIS QUESTIONNAIRE WILL BE EVALUATED BY THE PURCHASING AGENT AND HIS RECOMMENDATIONS WILL BE A FACTOR IN DETERMINING WHETHER YOUR FIRM IS TO BE RETAINED ON THE TOWN’S BID LIST.

SECTION PLEASE ANSWER ALL THE FOLLOWING QUESTIONS:

A NAME OF FIRM _____
ADDRESS _____
TELEPHONE NUMBER _____
NATURE OF BUSINESS _____
NUMBER OF FULL TIME EMPLOYEES _____
PERSON FILLING OUT FORM _____
TITLE _____

SECTION DO YOU HAVE A WRITTEN EQUAL EMPLOYMENT POLICY? YES ___ NO ___

B IF YES, PLEASE ATTACH COPY

IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES ___ NO ___

SECTION DO YOU HAVE A WRITTEN AFFIRMATIVE ACTION POLICY? YES ___ NO ___

C IF YES, PLEASE ATTACH COPY

IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES ___ NO ___

SECTION DO YOU UTILIZE AFFIRMATIVE ACTION IN EMPLOYMENT PRACTICES, SUCH AS ADVERTISING ALL POSITIONS WITH THE EQUAL OPPORTUNITY CLAUSE, MAKING SPECIAL EFFORTS TO RECRUIT MINORITY AND FEMALE JOB APPLICANTS AND REVIEWING JOB-TESTING PROCEDURE TO ENSURE THAT NO DISCRIMINATORY BIASES EXIST.

SECTION PLEASE FILL OUT THE DATA REQUESTED IN THE FOLLOWING TABLE FOR ALL FULL-TIME EMPLOYEES OF YOUR ORGANIZATION. THE STATISTICS USED MUST BE NO OLDER THAN 3 MONTHS FROM THE TIME THIS BID IS SUBMITTED.

E EMPLOYMENT STATUS AS OF _____

MALE							FEMALE					
WHITE (NON HISPANIC)	BLACK (NON HISPANIC)	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN	TOTAL MALE	WHITE (NON HISPANIC)	BLACK (NON HISPANIC)	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN	TOTAL FEMALE	

OFFICERS/ MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE/ CLERICAL												
CRAFTSMEN (SKILLED)												
OPERATORS (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												

SECTION NAME OF OFFICER OF FIRM _____

F SIGNATURE OF OFFICER _____

DATE _____

**TOWN OF WETHERSFIELD
Department of Finance**

NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Wethersfield to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and sworn to me this ____ day of _____, 20____.

Notary Public
My Commission Expires

APPENDIX I

TOWN OF WETHERSFIELD

INSURANCE AND INDEMNITY REQUIREMENTS

The Contractor shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure the Contractor's obligations under this contract with an insurance company or companies with an AM Best Rating of A-: VII or better licensed to write insurance in Connecticut and acceptable to the Town of Wethersfield. Where no insurer so licensed in Connecticut will provide the required coverage, the insurer shall, at minimum, be approved to do business in Connecticut (listed on the current "White List" of the Connecticut Insurance Department).

As to all insurance required, the insurer shall provide the Purchasing Agent, Town of Wethersfield, with Certificates of Insurance prior to the execution of this contract, describing the coverage and providing that the insurer shall give the Town of Wethersfield written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Deductibles and self-insurance shall be declared in the Certificate of Insurance and are subject to the approval of the Town of Wethersfield.

Such insurance or renewals or replacements thereof shall remain in force during the Contractor's responsibility under this Agreement. The kinds and amounts of such insurance coverage shall not be less than the kinds and amounts designated herein, and the Contractor agrees that the stipulation herein of the kinds and minimum amounts of insurance coverage, or the acceptance by the Town of Wethersfield of Certificates of Insurance indicating the kinds and limits of coverage shall in no way limit the liability of the Contractor to any such kinds and amounts of insurance coverage.

1. Contractor agrees to indemnify and save harmless the Town from loss, expense, damage or injury caused or occasioned, directly or indirectly, by its failure to comply with any of the following:
 - a. The furnishing and paying for all necessary permits, licenses and inspection fees as called for in the plans, specifications and addenda as being his responsibility.
 - b. The payment of all royalty and license fees and the defense of all suits or claims for infringement of any patent rights pertaining to work furnished by the Contractor.
 - c. The payment of any loss or damage arising from any defects in materials or workmanship for a period, and to the extent, as set forth in the plans, specifications and addenda, or for a period of one year from date of acceptance, whichever is greater.

The Contractor agrees that, to the fullest extent permitted by law, it shall hold harmless and indemnify the Town and all of its officers, agents and employees (hereinafter collectively called the "Indemnitees") and shall defend and protect the Indemnitees from and against any and all loss, cost, liability, claim, damage and expense including, without limitation, reasonable attorney's fees and expenses, incurred in connection with or arising from or alleged to have occurred in connection with or arisen from (1) any injury, illness or death to any person or damage to any person or property occurring with respect to, in connection with or as a result of and to the extent caused by the negligent acts or omissions of the Contractor, its employees, subcontractors or any other person or entity for whose acts the Contractor may be liable, and (11) any litigation, whether material or immaterial, with respect to any negligent act or omission of the Contractor, its employees, subcontractors or any other person or entity for whose acts the Contractor may be liable, or with respect to or in connection with Contractor's performance or non-performance of its obligations under this agreement. As used above, the Contractor's duty to "defend and protect" shall be by counsel reasonably acceptable to the Town and "attorneys fees and expenses" shall include both reasonable attorney's and paralegals' fees and expenses. In case any action or proceeding is brought against any of the Indemnitees by reason of any such claim or liability, the Contractor, upon notice from the Town, shall protect and defend at the Contractor's sole expense such action or proceeding by counsel reasonably satisfactorily to the Town and the Town agrees to cooperate in such defense. The Contractor will pay any judgments entered against the Indemnitees or any of them after exhaustion of all appeals thereof as the Contractor shall reasonably determine to undertake. The Contractor will also pay all amounts payable in settlement or compromise of any such action or proceeding, and the Town agrees not to settle any such action or proceeding without the Contractor's consent, which will not be unreasonably withheld. In the event the Contractor shall fail to protect and defend any of the Indemnitees, the Town may undertake to protect and defend such

Indemnitees and the Contractor shall pay to the Town, upon demand, all reasonable costs and expenses incurred by the Town in connection therewith, including, without limitation, all reasonable attorneys fees and expenses.

2. The Contractor shall procure and maintain, at its own expense, the following insurance:
 - a. Worker's Compensation with minimum statutory limits on Employer's Liability Part B and Occupational Disease. Workers Compensation shall include waiver of subrogation in favor of the Town and alternate employer endorsement.
 - b. General Liability Insurance on an occurrence basis with minimum limits of:

\$1,000,000 Bodily Injury Per Occurrence

\$1,000,000 Property Damage

or

\$1,000,000 Combined Single Limit

The Town shall be listed as an additional insured as regards both premise operations and products/completed operations.

Coverage shall include Broad Form Property Damage, Contractual Liability and Completed Operations coverage, Professional Liability where applicable and such other insurance as the Town may require. The Town requires that these aggregate limits be maintained by the Contractor as required. Contractors insurance shall be primary and non-contributory and include waiver of subrogation. It is the responsibility of the Contractor or his representative to notify the Town if ever or whenever the policy limits go below those required above. If the aggregate limits include defense costs, the Town should be so notified. It is the responsibility of the Contractor and his insuring agent to provide the Town with current certificates throughout the contract period, keeping the required limits in full force and effect. The Town of Wethersfield reserves the right to modify or change the requirements at any time if it is in the best interest of the Town to do so.

- c. Auto Liability Insurance with minimum limits of:

\$1,000,000 Bodily Injury

\$1,000,000 Property Damage

or

\$1,000,000 Combined Single Limit

All insurance shall be evidenced by a certificate of insurance showing the Contractor's insurance is in force and the carrier shall notify the Town that the policies will not be canceled with less than 30 days written notice to the Contractor. Contractors Insurance shall be primary and non-contributory and include waiver of subrogation.

3. On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:

The Town of Wethersfield, The Wethersfield Board of Education (where appropriate), and its respective officers, agents and servants.

4. Professional Liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Council, Accountants, Actuaries, Agent of Record).

Additional Coverage and Limits may be required based upon the particular services contracted.

5. Property Insurance

- a. Town shall purchase and maintain property insurance upon the Work at the site of the full insurable value thereof (subject to such deductible amounts as may be provided in the Supplementary Conditions or as required by law). This insurance shall include the interests of the Town, Contractor, Subcontractor and Engineer in the Work; shall insure against the perils of fire and extended coverage; shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage, and such other perils as may be specified in the Supplementary Conditions; shall include damages, losses and expenses arising out of or resulting from any insured loss or incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers, architect, attorney and other professionals). If not covered under the "all risk" insurance or otherwise provided in the Supplementary Conditions, Contractor shall purchase and maintain similar property insurance on portions of the Work stored on or off site or in transit when such portions of the Work are to be included in an Applications for Payment.
- b. Town shall purchase and maintain such boiler and machinery insurance as may be required by the Supplementary Conditions or by law. This insurance shall include the interest of the Town, Contractor, Subcontractors and Engineer in the Work, but only to the extent required by the Supplementary Conditions or by law.
- c. Town shall not be responsible for purchasing and maintaining any property insurance to protect the interests of the Contractor or Subcontractors in the work to the extent of any deductible amounts that are provided in the Supplementary Conditions. The risk of loss within the deductible amount shall be borne by the Contractor, and if Contractor wishes property insurance coverage within the limits of such amounts, Contractor may purchase and maintain it at Contractor's own expense.
- d. If Contractor requests in writing that other special insurance be included in the property insurance policy, Town shall, if possible, include such insurance, and the cost thereof shall be charged to Contractor by appropriate Change Order. Prior to commencement of the Work at the site, Town will in writing advise Contractor whether such other insurance has been procured by the Town.
- e. The policies of insurance required shall contain a provision that in the event of payment for any loss under the coverage provided, the insurer will have no rights of recovery against any of the parties enumerated. It is the intention of the Owner and Contractor that the policies shall protect all of the enumerated parties and be primary coverage for any and all losses covered by the insurance described.

6. Waiver of Rights: Town and Contractor waive all rights against each other and the Subcontractors and their agents and employees and against Engineer and separate contractors (if any) and their subcontractors' agents and employees, for damages caused by fire or other perils to the extent covered by insurance provided, or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance held by Owner as trustee. Town shall require similar waivers in writing from each Subcontractor; each such waiver will be in favor of all other parties enumerated.

7. Receipt and Application of Proceeds: Town as trustee shall have power to adjust and settle any loss with the insurers. Any insured loss under the policies of insurance shall be adjusted with Owner and made payable to Town as trustee for the insured, as their interests may appear, subject to the requirements of any applicable mortgage clause. Town shall deposit in a separate account any money so received, and he shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof and the Work and the cost thereof covered by an appropriate Change Order.

Other Conditions

Claims Made Coverage Guidelines - General or Professional Liability

The Town requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract's inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits.
2. Advance of any retroactive dates.
3. Cancellation or non renewal. Prior 30 day notice.

The Town requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the Town of Wethersfield is necessary and the Town retains the right to require that the extended reporting period be invoked by the Contractor at his/her expense. The Town requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Contractor must invoke the tail coverage option, at no expense to the Town but rather at the expense of the Contractor, in order to adequately assure that the policy meets the above requirements.

If, at any time, any of the said policies shall be or become unsatisfactory to the Town, as to form or substance, or if a surety issuing any such shall become unsatisfactory to the Town, the Bidder shall promptly obtain a new policy, submit same to the Purchasing Agent for approval and submit a certificate thereof as hereinabove required. Upon the failure of the Bidder to furnish, deliver or maintain same, this contract, at the election of the Town, may be forthwith declared suspended, discontinued or terminated. Failure of the Bidder in the above shall not relieve same from any/all liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Bidder concerning indemnification.

In the event that claims in excess of these amounts are filed by reason of any operations under this contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the Bidder until such time as the Bidder shall furnish such additional security covering such claims as may be determined by the Town.

Note: Proof of insurance in accordance with these specifications must accompany bid submission.

APPENDIX II

ORDINANCE PROVIDING FOR LOCAL PREFERENCE

TOWN BASED BUSINESS

The term “town based business” shall mean a business with a principal business located within the Town of Wethersfield. A business shall not be considered a town based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Wethersfield. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than ten (10) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than ten (10) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Wethersfield, may result in your disqualification as a local vendor and ineligibility for contract award.

RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT TO THE
ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Wethersfield Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a "town based business", pursuant to those conditions delineated in the Town of Wethersfield's Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

TOWN OF WETHERSFIELD
Purchasing Office

505 SILAS DEANE HIGHWAY
WETHERSFIELD, CT 06109

“NO BID” RESPONSE

Name of Bid/RFP/RFQ: _____

Date of Bid Opening: _____

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Phone _____ Fax _____ Email _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Wethersfield
Attn: Purchasing Office
505 Silas Deane Highway
Wethersfield, CT 06109
Fax: 860 721-2997
E-mail: purchasing@wethersfieldct.com

Thank you for your response.